



POSITION: Administrative Assistant
DEPARTMENT: Community Development
SALARY: \$16.98 - \$21.22/hr. DOQ
BENEFITS: Yes

EMPLOYMENT STATUS:

1.0 full-time equivalent. This is an at-will, non-exempt position.

GENERAL STATEMENT OF DUTIES:

Provides administrative support to the Community Development Department, including Code Enforcement, Building, Engineering, Planning, and various other groups as needed.

SUPERVISION RECEIVED:

Works under the direct supervision of the Community Development Director.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS:

- Answer incoming telephone calls, direct calls to the correct person or workgroup, and take and relay messages, as appropriate.
- Provide exceptional customer service, demonstrating professionalism, courteous interactions and excellent communication skills.
- Perform a variety of standard administrative office duties, including data entry, mailing, record keeping and filing, document preparation and processing and basic bookkeeping.
- Assist with the preparation and distribution of a variety of documents, including but not limited to, reports, memos, surveys, agendas and meeting minutes.
- Schedule, set-up, and attend meetings and public events as required.
- Support Town projects, including assisting with grant applications, as needed.
- Develop new systems or improve existing systems and procedures to increase department efficiency.
- Serve as the Planning Commission Secretary (currently meeting on the first Wednesday of the month at 7:00 pm). Duties include room setup, taking meeting minutes, and collecting signatures for various documents.
- Work as part of a team to problem-solve.
- Assist visitors and customers with completing government forms and other Town documents and applications.
- Assist Building Department, Code Enforcement and Planning Department

- personnel, when needed, processing permits and on other projects.
- Assist Engineers with contracts, Requests for Proposals, and Bid Packets.
- Provide support to the Town's various commissions, committees, and task forces.
- Provide notices and reminders of scheduled appointments and assist with meeting coordination.
- Responsible for posting and updating of departmental items on the Town website.
- Maintain absolute confidentiality of work-related issues, records, and Town information. Possess a high level of integrity and a sense of ethics.
- Search program databases, records, and files to retrieve information.
- Contribute to a positive work environment.
- Keep a positive attitude and help provide a pleasant atmosphere for employees, council members, and citizens.
- Perform other duties as assigned.

KNOWLEDGE, ABILITY, AND SKILL:

Knowledge:

- General office duties.
- Experience and proficiency, or ability to learn a variety of Microsoft Office computer software programs (Microsoft Word, Excel, Outlook, and Powerpoint), in addition to specialized accounting software, Quickbooks, Community Core, Granicus (agenda program), website maintenance, InDesign and Photoshop.
- Basic mathematical calculations.

Ability:

- Work as a team player and assist in problem-solving for continuous improvement in the department.
- Encourage and facilitate a positive environment for team building.
- Demonstrate independent judgment and personal initiative in the absence of direct supervision.
- Understand the organization and operation of the Community Development Department, the Town and the outside agencies we work with.
- Perform general clerical work including the maintenance of appropriate records and compiling information for reports.
- Respond to requests and inquiries from the general public.
- Effectively operate contemporary office equipment, including personal computer, copier, scanner, fax machine, calculator, etc.
- Learn new software programs for data processing tasks, including data entry, queries and retrievals, reports, and design of custom reports.
- Establish successful working relationships internally as well as externally.
- To remain calm, professional and effective in communications, even when dealing with angry, irate or disgruntled customers.
- Work with frequent interruptions.
- Verbally understand, read and comprehend instructions, correspondence, and memorandums.

Skill:

- Use of proper English, spelling, grammar, and punctuation.
- Excellent Written and oral business communications.
- Effectively deal with angry, irate or disgruntled customers.

ADDITIONAL REQUIREMENTS:

- Individuals must be physically capable of operating the vehicles safely, possess a valid Colorado driver's license and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized to drive a Town vehicle or if the employee does not have personal insurance coverage.
- Must successfully pass a criminal background check.

MINIMUM QUALIFICATIONS

Education and Experience

- Minimum, High School Diploma or G.E.D.
- One to two years of experience in an administrative assistant position.
OR
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities.

PHYSICAL REQUIREMENTS/WORK LOCATION:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to lift and carry a maximum of 60 pounds.
- The employee is frequently required to stand, walk, sit, twist, reach, balance, stoop, kneel, crouch, lean and bend; operate a computer keyboard; lift files and reports from desktops or file drawers.

Work Location:

- This is an office-based job and work is generally performed under typical office conditions.
- The Administrative Assistant may be required to work outside of normal business hours and other evening and weekend meetings and events, as necessary.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skill, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions. This job description does not constitute an employment agreement with the employer and is subject to change by the employer as the needs of the employer and the requirements of the job change.

I understand the description of this job and the essential functions, as given above. I also understand that all the duties are not described above and that I will perform those above and other related duties as directed by my supervisor and management.

Signature: _____ Date: _____